

---

# Air Quality – AQ14/12 Operating Permit Application

MassDEP, Bureau of Air & Waste



**EEA ePLACE Portal**

# Transition to ePLACE On-Line Permitting

---

- ▶ All Facilities newly subject to the Operating Permit Program will apply for their initial Operating Permit through ePLACE Effective October 1, 2017.
- ▶ All Facilities due to renew their current Operating Permit shall apply through ePLACE effective October 1, 2017.
- ▶ After entry of a new or renewal application, all subsequent renewals or modifications will be on forms that are pre-populated with facility data making subsequent applications easier to complete.
- ▶ Any facility whose Initial or renewal application for an Operating Permit has NOT yet been approved in ePLACE must file Administrative Amendments, Minor Modifications or Significant Modifications using the current paper forms until such time as a renewal is approved through ePLACE.



# How to Apply

- Create or log into your account in eLicensing
- First time users click here
- Be sure to provide full name, address and contact information when setting up your account.

Mass. State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

As Official website of the Commonwealth of Massachusetts

## eLicensing and ePermitting Portal

[Announcements](#) [Accessibility Support](#) [Register for an Account](#) [Login](#)

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 733-ePLACE, between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact [Energy and Environmental Affairs](#)

Convenience Fee: Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

[Home](#)

### Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and effective e-government services.

**Options for Licensees and Applicants:**

- Apply for, Renew, or Amend a License, Permit, Certificate or Authorization
- Make Payments Online

**Options for Consumers and the General Public:**

- Check License Status for Individuals or Business Licenses [Here](#)

**Login**

User Name or E-mail:

Password:

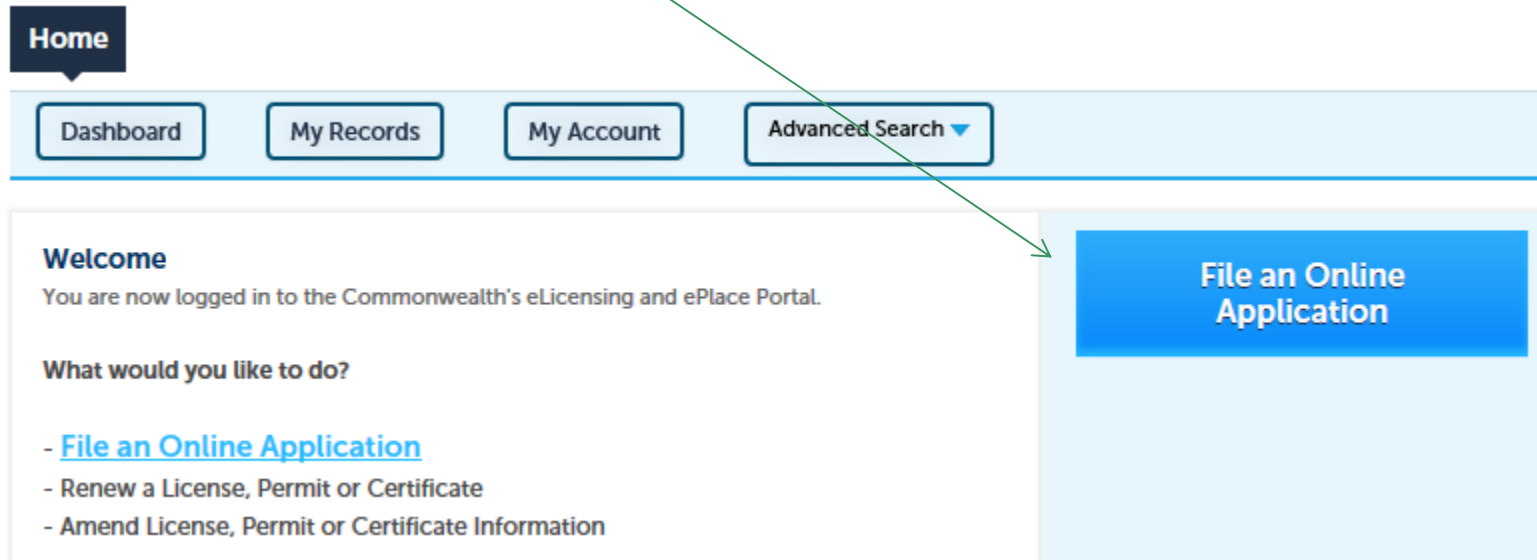
☐ Remember me on this computer

[Forgot my password?](#) [New Users: Register for an Account](#)



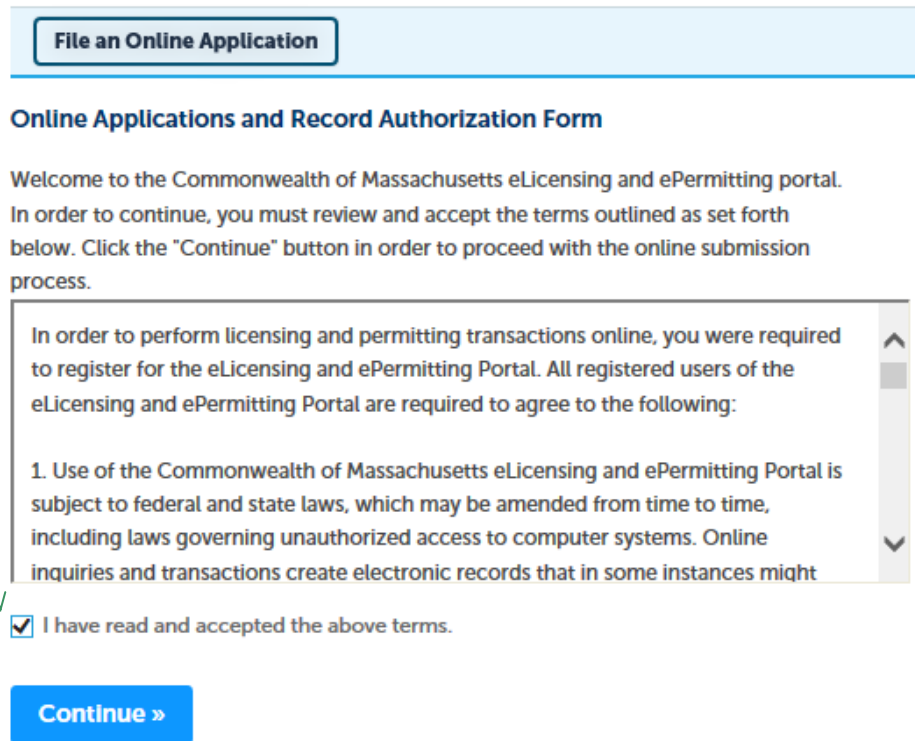
# File an Online Application

- Click here to start



# File an Online Application

- Read and accept the Terms and Conditions
- Click the checkbox and click “Continue”



**File an Online Application**

### Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

☒ I have read and accepted the above terms.

**Continue »**



# File an Online Application

- Click on “Energy and Environmental Affairs” and “Apply for a DEP Authorization”

Home

[File an Online Application](#)

## eLicensing and ePermitting Online Services

New Applicants and Consumers:  
The Commonwealth of Massachusetts eLicensing and ePermitting portal provides the ability to file applications for licensure & permits and submit complaints. From the listing below, please select the service you would like to use and click the continue button.

Existing Licensees or Permit Holders:  
Click Home and use the “My Records” tab to renew or amend a license or permit. If your license or permit is not listed under the “My Records” tab, please select the “Link your account” option found in section below. You will be prompted for a “record identification code” and “authorization code.” from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.

▼ **Energy and Environmental Affairs (DEP, MDAR, DCR)**

- ☒ Apply for a DEP Authorization
- ☐ Apply for a MDAR Authorization
- ☐ Apply for a DCR Authorization

▶ **Link Your Account**

[Continue »](#)



# File an Online Application+


- Select AQ14/12 Operating Permit Application and click “Continue Application”

Home

DEP Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

 [Search](#)

▼ Air Quality (AQ)

- ☐ AQ 50% or 25% Facility Emission Cap Application
- ☐ AQ01 - Limited Plan Approval for Fuel Utilization Emission Unit(s) Application
- ☐ AQ01 - Limited Plan Approval for Process Emission Unit(s) Application
- ☐ AQ02 - Comprehensive Plan Crematory Application
- ☐ AQ02/03 - Non-Major/Major Comprehensive Plan Approval Fuel Application
- ☐ AQ02/03 - Non-Major/Major Comprehensive Plan Approval Process Application
- ☐ AQ08A/B/22 - Emission Control Plan Application
- ☐ AQ09 - Restricted Emission Status Application
- ☒ AQ14/AQ12 - Operating Permit Application
- ☐ AQ18 - Creation of Emission Reduction Credits Application
- ☐ AQ30 - CO2 Budget Emission Control Plan Application
- ☐ AQ33 - LPA/CPA Consolidation Application
- ☐ AQMM - Modeling Submittal Application

▶ Drinking Water (DW)

▶ Hazardous Waste (HW)

▶ Solid Waste (SW)

▶ Toxic Use Reduction (TUR)

▶ Waste Water Management (WWM)

[Continue Application »](#)



EEA ePLACE Portal

# Facility Information

- Search for an existing facility by entering the name or address and click on “Search”.
- If not found, click on “Clear” and search different or fewer criteria
- If still not found, add as new by typing in the facility information as required (see red asterisk)

AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

Step 1: Facility Information > Page 1 of 2

\* indicates a required field.

Facility Information

You must identify the facility for which you are completing this application. Enter the facility name, or portion of the name, in the "Name" box and click on "Search". Your search will return a list of facilities and addresses that meet your search criteria. If your facility is on this list, select it by clicking the button to the left of the name. If your facility is not on the list, you may search again, by pressing "Clear" and using different criteria. For example, try a new search using street address. If you know your DEP Facility ID, you may enter it in the applicable box and click on "Search". The facility information will populate the boxes. If this is a new facility, press the "Clear" button, and enter the information for the facility into the boxes provided (boxes with an asterisk are required), and continue to the next section without clicking on "Search".

\* Facility Name:

\* Street #  \* Street Name:  Street Name 2

\* City:  \* State:  \* Zip:

Latitude  Longitude

DEP Facility ID:  AQ ID:





# Facility Information

- Based on what you have searched for, a list will be returned with all possible matches.
- Click on the button to the right of the facility you are seeking and click “Select” or
- Click “Cancel and search again
- When you’ve added your facility information, click “Continue Application”

## Facility(s)

Showing 1-8 of 8

	Facility Name   Address
<input type="radio"/>	NATIONAL GRID TRAINING CTR   449 SOUTHWEST CUTOFF MILLBURY MA 01527
<input type="radio"/>	NATIONAL GRID   0 BERRY ST PLAINVILLE MA 02762
<input type="radio"/>	NATIONAL GRID   127 WHITES PATH YARMOUTH MA 02664
<input type="radio"/>	NATIONAL GRID   39 QUINCY AVE BRAINTREE MA 02184
<input type="radio"/>	NATIONAL GRID LEOMINSTER MGP   36 MILL ST LEOMINSTER MA 01453
<input type="radio"/>	NATIONAL GRID NORWOOD   127 DEAN ST NORWOOD MA 02062
<input type="radio"/>	NATIONAL GRID USA SERVICE COMPANY INC   40 SYLVAN RD WALTHAM MA 02451
<input type="radio"/>	NATIONAL GRID WEBSTER MGP   21 MAIN ST WEBSTER MA 01570
<	

Select

Cancel



# Facility Information

- Add owner Information
  - ▶ Click “Look Up” to find Facility Owners already registered with DEP
  - ▶ Click “Add New” if the facility owner is not already registered with DEP

Home

DEP Applications

AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

Step 1: Facility Information > Page 2 of 2

\* indicates a required field.

Owner Information

To add an owner, click the “Add New” button. You will have the option of using your login information, if applicable. You can also “Look Up” a previously entered contact, and select as the owner. If an owner is incorrect or has changed, you need to add the new/correct owner first, and then you can remove the incorrect/previous owner. Note that at least one owner is required to be entered.

[Add New](#) [Look Up](#)

Showing 0-0 of 0

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
No records found.					

[Continue Application »](#) [Save and resume later](#)



# Facility Information: Owner Lookup

- If you chose to look up the owner:
  - ▶ Search for the owner by adding the name or other information then clicking “Look up”
  - ▶ If your owner does not come up, click “Clear” and try again

## Look Up Contact

Contact Type: ?

--Select-- ▼

First Name:

Middle Name:

Last Name:

Name Of Organization: ?

Contact Person:

Telephone #:

E-mail:

Look Up

Clear

Cancel



# Facility Owner: Add Owner

- If you clicked “Add Owner”

- ▶ If the owner information matches your login information, check the “Use Login Information” box
- ▶ Indicate if the owner is an individual or an organization
- ▶ Provide all information in the new window that opens
- ▶ Click “Continue”

Please fill the below Information:

☐ Use Login Information

\* Individual/Organization:  
--Select--

First Name: Middle Name: Last Name:

Suffix:

\* Telephone #: Ext #:

\* E-mail:

\* P.O. Box / Address Line:

\* Country:  
United States

\* City: \* State: \* Zip:



# Owner Information

- You will see a message saying “Contact added successfully”
- Click “Continue Application”

## Owner Information

To add an owner, click the “Add New” button. You will have the option of using your login information, if applicable. You can also “Look Up” a previously entered contact, and select as the owner. If an owner is incorrect or has changed, you need to add the new/correct owner first, and then you can remove the incorrect/previous owner. Note that at least one owner is required to be entered.

Add New

Look Up

✓ Contact added successfully.

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Erin Swallow			617-292-5787	erin.swallow@state.ma.us	<a href="#">Edit/View</a> <a href="#">Delete</a>

Continue Application »

Save and resume later



# Operating Permit Application

- Indicate if this is an initial operating permit application or a permit renewal
- Click “Continue Application”

## AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

*Step 2: Application Information > Page 1 of 16*

Instructions

\* indicates a required field.

### Type of Application

Initial Operating Permit Application:

☐

Operating Permit Renewal:

☐

Continue Application »

Save and resume later



# Facility Related Information

- Provide the Standard Industrial Classification (SIC) Code:
  - For more information about SIC codes, go to: <https://www.osha.gov/pls/imis/sicsearch.html>
- Provide the North American Industry Classification System (NAICS) Code:
  - For more information about NAICS codes, go to: <https://www.census.gov/eos/www/naics/index.html>
- Give a brief description of your facility
- Scroll down

## AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

### Step 2: Application Information > Page 2 of 16

\* indicates a required field

#### Facility Related Information

For more information about:

1. Standard Industrial Classification (SIC) Code, please visit <https://www.osha.gov/pls/imis/sicsearch.html>

2. North American Industry Classification System (NAICS) Code, please visit <https://www.census.gov/eos/www/naics/index.html>

\*Note: Please enter either SIC or NAICS for this facility, at least one is required.

Standard Industrial Classification (SIC) Code: ?

North American Industry Classification System (NAICS) Code: ?

#### Facility Description

\* Please provide a brief description of the facility:

#### Applicability of 310 CMR 7.00, Appendix C

Please provide the reason that your facility is applicable to 310 CMR 7.00, Appendix C

Applicable due to categorical inclusion: ?

--Select--

Additional Categories:



# Facility Related Information

- In this section, identify the reasons why this facility is applicable to 310 CMR 7.00, Appendix C
  - ▶ Choose your categorical inclusion (including additional categories not listed)
- And/ Or
  - ▶ Indicate if the facility has emissions listed under “Applicable Pollutants” that exceed or equal the listed levels
- Click “Continue Application

## Applicability of 310 CMR 7.00, Appendix C

Please provide the reason that your facility is applicable to 310 CMR 7.00, Appendix C

Applicable due to categorical inclusion:

--Select--

Additional Categories:

Applicable due to facility emissions or federal potential emissions equal to or exceeding one or more of the following levels listed below:

☐ Yes ☐ No

## Applicable Pollutants

For each pollutant please indicate if that pollutant triggers applicability by indicating yes or no.

\* VOC (50 TPY):

☐ Yes ☐ No

\* CO (100 TPY):

☐ Yes ☐ No

\* PM10 (100 TPY):

☐ Yes ☐ No

\* NOx (50 TPY):

☐ Yes ☐ No

\* SO2 (100 TPY):

☐ Yes ☐ No

\* Total HAP (25 TPY):

☐ Yes ☐ No

\* Single HAP (10 TPY):

☐ Yes ☐ No

\* Other Regulated Air Pollutant (100 tons):

☐ Yes ☐ No

\* MACT Applicability: ?





# Applicable Requirements by Emission Unit

- Identify the applicable requirements by emission unit. Click “Add a Row” to start.
- This is a high level summary or of state or federal regulations applicable to each EU
- Permit requirements by emission unit will be added later

\* indicates a required field.

## State and Federal Requirements: by Emission Unit

### REQUIREMENTS BY EMISSION UNIT

List each emission unit or group of emission units and provide an indication of the federal and state requirements that apply. Add a line for each applicable requirement. For guidance on whether to group emission units see <http://www.mass.gov/eea/agencies/massdep/air/approvals/operating-permits-forms.html>

Showing 1-2 of 2

<input type="checkbox"/>	Emission Unit #/ group of EU#s	Applicability of Federal Requirements (Part)	List subpart	Applicable State Air Regulation	Is this a new applicable requirement since the current OP	
<input type="checkbox"/>	01-02			310 CMR 7.02	No	Actions ▼
<input type="checkbox"/>	02	60	Dc			Actions ▼

Add a Row ▼

Edit Selected

Delete Selected



# Adding Rows

- When you click “Add a Row”, a window opens
- Provide all applicable information
  - ▶ You must answer all questions indicated with a red asterisk in order to continue
  - ▶ You must provide all relevant answers to questions not marked with a red asterisk
- Click “Submit”
- You can also edit exiting rows in tables by selecting them and clicking “Edit Selected”

## REQUIREMENTS BY EMISSION UNIT

List each emission unit or group of emission units and provide an indication of the federal and state requirements that apply. Add a line for each applicable requirement. For guidance on whether to group emission units see <http://www.mass.gov/eea/agencies/massdep/air/approvals/operating-permits-forms.html>

\* Emission Unit #/ group of EU#s:

? Applicability of Federal Requirements (Part)s:

? List subpart:

Applicable State Air Regulation: ?

? Is this a new applicable requirement since the current OP:

☐ Yes ☐ No

Submit

Cancel



# Applicable Facility-wide Requirements

- Do the same for facility-wide applicable requirements
- Click “Add a Row” to list each applicable state or federal requirement
  - ▶ Consider both the example list provided as well as any federal facility-wide requirements as may be applicable under the Clean Air Act

## State and Federal Facility wide Requirements

### FACILITY-WIDE REQUIREMENTS

A number of state and federal requirements may be applicable as they are generic and universal by nature, including the following

310 CMR 7.01	General Regulations
310 CMR 7.07	Open Burning
310 CMR 7.09	Dust, Odor, Construction and Demolition
310 CMR 7.10	Noise
310 CMR 7.11	Transportation Media
310 CMR 7.13	Stack Testing
310 CMR 7.15	Asbestos
310 CMR 7.18(1) (c)	VOC Handling/ Storage

Further, your facility may be subject to federal requirements of the Clean Air Act not under the purview of MassDEP This includes handling of Class I or II substances under Title VI and Section 112 (r) Risk Management planning Requirements By signing the certifications at the end of this application, you are also certifying compliance with these regulations.

Provide a list of the federal and state requirements that apply facility-wide. Add a line for each applicable requirement.

Showing 0-0 of 0

Applicability of Federal Requirements (Parts)	List subpart	Applicable State Air Reg (not otherwise listed above)	Is this a new applicable requirement since the current OP
No records found.			


Add a Row Edit Selected Delete Selected



# Alternative Operating Scenarios

- If you plan to include alternative operating scenarios, click YES.
- NOTE- Follow the instruction below for including Alternative Operating Scenarios.
  - ▶ For example if EU#1 which normally operates on Gas and you wish an Alternative Operating Scenario to include some oil use, Label that scenario as EU#1B in the emission unit table and complete all application info for that emission unit as if it were a separate physical unit

## Alternative Operating Scenarios

\* Does this application include formal Alternative Operating Scenarios?: **If this application includes a formal Alternative Operating Scenario, in the next page under 'Emission Unit Overview' table, repeat the Emission Unit #, add a suffix to identify the affected emission unit and describe the alternative operating scenario in the Emission Unit description. For example EU01, EU01Alt** 

☒ Yes ☐ No

[Continue Application »](#)

[Save and resume later](#)



# Emission Unit Overview

What you enter in the Emission Unit Overview table will determine which application pages you will be presented.

- Click “Add a row” to the “Emission Unit Overview” to get started and list all subject emission units

Step 2: Application Information > Page 4 of 16

\* indicates a required field.

## Emission Unit Overview

### Emission Unit Overview

List and describe all the emission units at the facility.

Showing 1-3 of 3

<input type="checkbox"/>	Emission Unit #	EU Type	Stack #	Vent # (if any)	PCD#	EU Description	Fugitive Emissions Y/N?	Alterations since current OP	
<input type="checkbox"/>	01	Fuel Utilization	01			Erie City boiler burning Natural Gas	No	None	<a href="#">Actions ▼</a>
<input type="checkbox"/>	01B	Fuel Utilization	1			Erie City Boiler burning Nat gas with 300 hrs on #2 Oil	No	None	<a href="#">Actions ▼</a>
<input type="checkbox"/>	02	Fuel Utilization	1			Erie City Boiler burning Natural Gas	No	None	<a href="#">Actions ▼</a>

Add a Row ▼

Edit Selected

Delete Selected



# Insignificant Activities

- Answer Yes or No to indicate which insignificant activities are performed at the facility.

## Insignificant Activities

Please indicate whether or not the following Insignificant Activities are conducted at this facility (310 CMR 7.00, Appendix C(5)(i))

\*1. Open burning conducted in accordance with the requirements of 310 CMR 7.07(2), 7.07(3)(a) and 7.07(3)(e):

☐ Yes ☐ No

\*2. Office activities and the equipment and implements used therein, such as typewriters, printers, and pens:

☐ Yes ☐ No

\*3. Interior maintenance activities and the equipment and supplies used therein, such as janitorial cleaning products and air fresheners; this does not include any cleaning of production equipment or activities regulated by 310 CMR 7.18:

☐ Yes ☐ No

\*4. Bathroom and locker room ventilation and maintenance:

☐ Yes ☐ No

\*5. Copying and duplication activities for internal use and for support of office activities at the facility:

☐ Yes ☐ No

\*6. The activities not regulated by 310 CMR 7.18 in maintenance shops, such as welding, gluing, soldering :

☐ Yes ☐ No

\*7. First aid or emergency medical care provided at the facility, including related activities such as sterilization and medicine preparation :

☐ Yes ☐ No

\*8. Laundry operations that service uniforms or other clothing used at the facility that are not regulated by 310 CMR 7.18 :

☐ Yes ☐ No

\*9. Architectural maintenance activities conducted to take care of the buildings and structures at the facility, including repainting, reroofing, and sandblasting :

☐ Yes ☐ No

\*10. Exterior maintenance activities conducted to take care of the grounds of the facility, including parking lots and lawn



# Activities that Are Exempt from Title V

- Finally, list all of the activities at the facility that are exempt from Title V. Click “Add a Row” to get started. You will need to pick the basis for exemption from a drop down list

Exempt Activities (Exempt from Title V)

---

**TITLE V EXEMPT EU**  
By proposing that these emission units or activities are exempt, you are making an affirmative declaration that the emission units or activity is not otherwise subject to an applicable requirement.

Showing 0-0 of 0

Emission Unit #	Stack # (if any)	Vent # (if any)	Description	Basis for exemption	Specify if Other
No records found.					

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#) [Save and resume later](#)

- By proposing that these emission units or activities are exempt, you are making an affirmative declaration that the emission units or activity is not otherwise subject to an applicable state or federal requirement.



# Equipment Detail Tables

---

- The next pages of the application will include pages to provide details for specific equipment types. The number of pages shown will be based on selection made in the Equipment overview table.
- There is a page for each of the following equipment types:
  - Fuel Utilization
  - Process
  - Storage
  - Incineration,
  - Miscellaneous
- Each page asks for the following:
  - Description of the specific equipment or activity (make/ model/ max capacity)
  - Material or Fuel used
  - Date of Installation and DEP Approvals for each piece of equipment





# Fuel Utilization Emission Units

- Click “Add a row” to start each table for each emission unit in each table
  - ▶ Fuel Utilization Equipment
  - ▶ Fuel Used
  - ▶ Fuel Equipment Approvals
- When all tables are complete, click “Continue Application”

## AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

### Step 2: Application Information > Page 5 of 16

\* indicates a required field

#### Fuel Utilization Emission Units

##### Fuel Utilization Equipment

Showing 0-0 of 0

Emission Unit #	Type of Equipment	Specify if other	Manufacturer	Model Number	Maximum Heat input Rating	Burner Manufacturer	Burner Model Number	Number of burners in EU
No records found.								

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

##### Fuel Used

Showing 0-0 of 0

Emission Unit #	Fuel Type	Fuel	Sulfur Content	Maximum Fuel Firing Rate (all burners)	Unit of measure
No records found.					

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

##### Fuel Equipment Approvals

Showing 0-0 of 0

Emission Unit #	Date of Installation	Latest DEP Approval Number	Latest DEP Approval date	If subject to permit by rule OR ERP, indicate the appropriate citation
No records found.				

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#)

[Save and resume later](#)



# Process Emission Units

- Click “Add a row” to start each table for each emission unit in each table:
  - ▶ Process Equipment
  - ▶ Maximum Process Rate
  - ▶ Process Equipment Approvals
- When all tables are complete, click “Continue Application

## Process Emission Units

### Process Equipment

Process Emission Units include a wide variety of activities including manufacturing processes, packaging and bulking processes, fueling and dispensing processes and supporting activities such as cleaning, laboratory testing and analysis.

Showing 0-0 of 0

Emission Unit #	Type of Equipment	Manufacturer	Model Number
No records found.			

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

### Maximum Process Rate

Showing 0-0 of 0

Emission Unit #	Max Process Rate: Material Type	Max. Process Rate	Max Process Rate unit of measure	Max Process Rate: Material name
No records found.				

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

### Process Equipment Approvals

Showing 0-0 of 0

Emission Unit #	Date of Installation	Latest DEP Approval Number	If subject to permit by rule of ERP, indicate the appropriate citation	Latest DEP Approval date
No records found.				

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application](#)

[Save and resume later](#)



# Incinerator Equipment

- Click “Add a row” to start each table for each emission unit in each table:
  - ▶ Incinerator Equipment
  - ▶ Incinerator Equipment Detail
  - ▶ Incinerator Burner Details
  - ▶ Incinerator Approvals
- When all tables are complete, click “Continue Application

## Incinerator Information

### Incinerator Equipment

Showing 0-0 of 0

Emission Unit #	Type of Equipment	Manufacturer	Model Number	Maximum Operating Capacity (lbs or tons per hr)	Waste Type
No records found.					

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

### Incinerator Equipment Detail

Showing 0-0 of 0

Emission Unit #	Charging Ratio: batches per hour	Charging Ratio: Lb/ batch (max)	Is there heat recovery?	Number of Hearths	Total Hearth Area (cu ft)	Is there Automatic feed?	Temperature range Primary (°F)	Temperature range Secondary (°F)
No records found.								

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

### Incinerator Burner Detail

Showing 0-0 of 0

Emission Unit #	Burner location	Burner Manufacturer	Burner Model Number	Type of Fuel used	Maximum Rating (Btu/hr)
No records found.					

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

### Incinerator Approvals

Showing 0-0 of 0

Emission Unit #	Date of Installation	Latest DEP Approval Number	Latest DEP Approval date	If subject to permit by rule of ERP, indicate the appropriate citation
No records found.				

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application](#)

[Save and resume later](#)



# Liquid Organic Material Storage

- Click “Add a row” to start each table for each emission unit in each table:
  - ▶ Tanks
  - ▶ Material Stored
  - ▶ Tank Approvals
- When all tables are complete, click “Continue Application

\*Indicates a required field.

### Liquid Organic Material Storage

---

#### Tanks

Showing 0-0 of 0

Emission Unit #	Tank type	Tank Roof	Construction Material	Description : Age	Description : Color	Dimensions: Height	Capacity (gallons)
No records found.							

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

---

#### Material Stored

Showing 0-0 of 0

Emission Unit #	Material Name	Vapor Pressure	Storage temperature	Reid Vapor Pressure	Total Oxygen Content	Oxygenate name	Annual Thru put
No records found.							

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

---

#### Tank Approvals

Showing 0-0 of 0

Emission Unit #	Date of Installation	Latest DEP Approval Number	Latest DEP Approval date
No records found.			

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#) [Save and resume later](#)



# Miscellaneous Emission Units

- Misc. Emission Units include such things as landfills.
- Click “Add a row” to start each table for each emission unit in each table
  - ▶ Misc. EU/Activity Description
  - ▶ Misc. Approvals
- When all tables are complete, click “Continue Application”

## Miscellaneous Emission Units

### Miscellaneous

Showing 0-0 of 0

Emission Unit #	Type of Emission Unit	Size or capacity of emission unit	Nature of Emissions	Specify Other
No records found.				
<a href="#">Add a Row</a> <a href="#">Edit Selected</a> <a href="#">Delete Selected</a>				

### Miscellaneous Approvals

Showing 0-0 of 0

Emission Unit #	Date of Installation	Latest DEP Approval Number	Latest DEP Approval date	If subject to permit by rule of ERP, indicate the appropriate citation
No records found.				
<a href="#">Add a Row</a> <a href="#">Edit Selected</a> <a href="#">Delete Selected</a>				

[Continue Application »](#)

[Save and resume later](#)



# Pollution Control Devices (PCD)

- Click on “Add a Row” to the PCD equipment table to describe each piece pollution control equipment
- Click “Continue Application” when the table is complete.

AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

Step 2: Application Information > Page 10 of 16

\* indicates a required field.

## Pollution Control Devices

### POLLUTION CONTROL DEVICES

Showing 0-0 of 0

	PCD #	Type of PCD	Manufacturer	Model No	Air Contaminant	Specify if other	Capture Efficiency (percent)	Device Control Efficiency (percent)	Overall Control Efficiency (percent)
No records found.									

Add a Row



Edit Selected

Delete Selected

Continue Application »

Save and resume later



# Stack Information

- Click “Add a row” to start the table where you will describe each stack at your facility
- Add a separate row for each stack
- Click “Continue Application” when the table is complete

## AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

### Step 2: Application Information > Page 11 of 16

\* indicates a required field.

#### Stack Information

##### Stack Data

Showing 0-0 of 0

Stack #	Stack Height (feet above ground)	Stack Diameter (inches)	Range of gas exit Velocity (feet per second)	Range of gas exit temperature (°F)	Stack Material Construction
No records found.					

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

#### Actual Emissions

##### Actual Emissions

Actual Adjusted Emissions: Information in this table should be based on the Emission Statement filed for the year previous to this application.

Showing 1-5 of 5

<input type="checkbox"/>	Air Contaminant	Actual Emission in tons (Total Facility)	Actual Emission from Exempt Activities (in tons)	Actual adjusted emissions (Tons)	
<input type="checkbox"/>	PM10			0	<a href="#">Actions</a>
<input type="checkbox"/>	VOC			0	<a href="#">Actions</a>
<input type="checkbox"/>	NOx			0	<a href="#">Actions</a>
<input type="checkbox"/>	SO2			0	<a href="#">Actions</a>
<input type="checkbox"/>	Lead			0	<a href="#">Actions</a>

[Edit Selected](#)

[Continue Application »](#)

[Save and resume later](#)



# Allowable Emission Rate and Emission

- On this page, you will list all of the specific allowable emission rate and short and long term emissions by pollutant for each emission unit.
- The allowable emission rate is defined in regulations or previous plan approval.
- If a pollutant from any emission unit is not limited by permit or regulation, input the maximum potential emission rate and emissions.
- Click “Continue Application” when both tables are complete



## Step 2: Application Information > Page 12 of 16

Please express limits or requirements in text such as "less than" or "more than" rather than using symbols. For more details on these requirements, see <http://mass.gov/dep/aaq-opi>.

\* indicates a required field.

### Applicable Requirements

#### ALLOWABLE EMISSION RATE

Allowable Emission Rate would be that amount of emissions by pollutant expressed in ppm, pounds per hour or in allowable raw material content (ex. 2.5 pounds VOC per gallon).

Showing 0-0 of 0

Emission Unit # or facility-wide	Fuel Type	Air Contaminant	Specify	Emission Rate	Emission Rate Units of measure	Citation	Proposed new requirement since last Approval?
No records found.							

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

#### ALLOWABLE EMISSIONS

Allowable emissions is the mass amount of emissions by pollutant allowed on a short term (hourly, daily, monthly) or long term (12 month rolling) basis.

Showing 0-0 of 0

Emission Unit # or facility-wide	Fuel Type	Air Contaminant	Specify	Short Term Emission Limit	Short Term unit of measure	Long Term Emission Limit (12 consecutive month period) in Tons	Citation	Proposed new requirement since last Approval?
No records found.								

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#)

[Save and resume later](#)



# Applicable Requirements

- On this page, you will list all of the specific applicable requirements each emission unit.
- Applicable Requirements are defined in state or federal regulations or previous plan approval(s).
- Applicable Requirements could include (but are not limited to) limits on fuel use, raw material or work practices.
- Applicable requirements for Recordkeeping, Testing Monitoring and Reporting will be detailed in the next pages.



## Applicable Requirements

### Fuel Use Limits

Applicable Requirements: Operational and Production Limits

Showing 0-0 of 0

Emission Unit #	Fuels Used	Specify Other Fuel	Fuel Type	Allowable Amount Used	Units of Measure for allowable amount	Allowable Sulfur Content	Citation	Proposed new limit since last Approval?
-----------------	------------	--------------------	-----------	-----------------------	---------------------------------------	--------------------------	----------	---

No records found.

Add a Row

Edit Selected

Delete Selected

### Operation and Production Limit

Showing 0-0 of 0

Emission Unit #	Raw Material or Production unit description	Short Term production or operational limits (if any)	VOC Weight Percent	Unit of Measure for short term limits	12-month consecutive period production or operational limits including unit of measure	Citation	Proposed new requirement since last Approval?
-----------------	---	--	--------------------	---------------------------------------	--	----------	---

No records found.

Add a Row

Edit Selected

Delete Selected

### Control Device Performance

Showing 0-0 of 0

PCD#	EU#	Performance Measure	Specify If Other	Requirement	Unit of Measure	Citation	Proposed new requirement since last Approval?
------	-----	---------------------	------------------	-------------	-----------------	----------	---

No records found.

Add a Row

Edit Selected

Delete Selected

### Other Requirements

Showing 0-0 of 0

Emission Unit #	Hours of Operation (per year)	Work Practices	Process Parameters	Other	Citation	Proposed new requirement since last Approval?	Is this Requirement based on an Alternative Operating Scenario?
-----------------	-------------------------------	----------------	--------------------	-------	----------	---	---

No records found.

# Applicable Requirements

- Add and edit rows for each table to provide complete information about:
  - ▶ Fuel use limits
  - ▶ Operation and Production Limits
  - ▶ Control Device Performances
  - ▶ Other requirements
- Click “Continue Application” when the tables are complete

## AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

### Step 2: Application Information > Page 13 of 16

\* indicates a required field.

#### Applicable Requirements

##### Fuel Use Limits

Applicable Requirements: Operational and Production Limits

Showing 0-0 of 0

Emission Unit #	Fuels Used	Specify Other Fuel	Fuel Type	Allowable Amount Used	Units of Measure for allowable amount	Allowable Sulfur Content	Citation	Proposed new limit since last Approval?
-----------------	------------	--------------------	-----------	-----------------------	---------------------------------------	--------------------------	----------	---

No records found.

Add a Row

Edit Selected

Delete Selected

##### Operation and Production Limit

Showing 0-0 of 0

Emission Unit #	Raw Material or Production unit description	Short Term production or operational limits (if any)	VOC Weight Percent	Unit of Measure for short term limits	12-month consecutive period production or operational limits including unit of measure	Citation	Proposed new requirement since last Approval?
-----------------	---	--	--------------------	---------------------------------------	--	----------	---

No records found.

Add a Row

Edit Selected

Delete Selected

##### Control Device Performance

Showing 0-0 of 0

PCD#	EU#	Performance Measure	Specify If Other	Requirement	Unit of Measure	Citation	Proposed new requirement since last Approval?
------	-----	---------------------	------------------	-------------	-----------------	----------	---

No records found.

Add a Row

Edit Selected

Delete Selected

##### Other Requirements



# Applicable Requirements (continued)

- On this page detail the applicable requirements for Recordkeeping, Testing, Monitoring and Reporting
- You can also propose to streamline compliance monitoring. If you are not proposing any streamlining please enter one line with “NO” to the three questions provided.
- Add and Edit rows to each table to provide complete information in each table
- Click “Continue Application” once the tables are complete

Step 2: Application Information > Page 14 of 16

\* indicates a required field.

## Applicable Requirements

### MONITORING AND TESTING

At least one row will be required.

Showing 0-0 of 0

EU#	Parameter Monitored	Method of Monitoring	Frequency of Monitoring	Specify Other	Enhanced Monitoring Required?	Test Type	Test Method	Frequency of Testing	Specify Other Frequency	Citation
No records found.										

Add a Row

Edit Selected

Delete Selected

### RECORD KEEPING AND REPORTING

At least one row will be required.

Showing 0-0 of 0

EU#	Record Description	Recordkeeping Procedures	Frequency of Data Record	Specify if Other (frequency of Data record hrs)	Reporting Requirements	Frequency of Reporting	Reporting deadline
No records found.							

Add a Row

Edit Selected

Delete Selected

### Compliance Streamlining

Showing 0-0 of 0

Emission Unit #	Are alternative/ flexible compliance items being proposed?	Are any new compliance measures being proposed?	Are you requesting to have any currently applicable requirements streamlined?	If yes, describe	Provide citation	Explain reason for streamlining	Suggested replacement or hybrid requirement
No records found.							

Add a Row

Edit Selected

Delete Selected

Continue Application »

Save and resume later



# Non-applicable Requirements

- You must identify non-applicable requirements for purpose of the “Permit Shield”.
- Add rows to identify all applicable requirements that you have determined do not apply and provide a reason that they do not apply.
- Click “Continue Application” when the table is complete.

## AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

### Step 2: Application Information > Page 15 of 16

\* indicates a required field.

### Non-applicable Requirements

#### NONAPPLICABLE REQUIREMENTS

Pursuant to 310 CMR 7.00, Appendix C(12), “Permit Shield,” an owner or operator of a facility subject to 310 CMR 7.00: Appendix C will not be subject to enforcement action for operating not in compliance with all applicable requirements provided said facility is in compliance with its permit terms and the Department expressly included in the facility’s operating permit a [PERMIT SHIELD] provision stating that compliance with the conditions of the permit shall be deemed compliance with any applicable requirements as of the date of permit issuance, provided that:

1. Such applicable requirements are included and are specifically identified in the permit; or
2. The Department, in acting on the permit application or revision, determines in writing that other requirements specifically identified are not applicable and the permit includes the determination or a concise summary thereof.

The Permit Shield provisions above shall not alter or affect the following [the following provisions are not “shieldable,” i.e., they are enforceable outside the permit regardless of whether or not there is a Permit Shield, except 3. below, since an Acid Rain permit or Acid Rain portion of the Operating Permit provides an inherent shield]:

1. The provisions of 42 U.S.C. 7401, § 303 (emergency orders), including the authority of the EPA under 42 U.S.C. 7401, § 303;
2. The liability of an owner or operator of a facility subject to 310 CMR 7.00: Appendix C for any violation of applicable requirements prior to or at the time of permit issuance;
3. The applicable requirements of the acid rain program, consistent with 42 U.S.C. 7401, § 408(a); or
4. The ability of EPA to obtain information from a source pursuant to 42 U.S.C. 7401, § 114

Showing 0-0 of 0

EU#	Applicable Requirement	Basis for determination that Requirement does not apply
No records found.		

Add a Row

Edit Selected

Delete Selected

Continue Application »

Save and resume later



# Total Allowable Emissions

- Provide information for each Facility Allowable Emission
  - ▶ Select each air contaminant and click “Edit Selected”
    - Identify if the allowable is based on an existing applicable requirement, calculated potential to emit or is proposed
  - ▶ Add rows for additional pollutants if necessary (Other)
  - ▶ If there is no enforceable permit or regulatory limit on a specific pollutant, enter the total potential emissions

AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

Step 2: Application Information > Page 16 of 16

\* indicates a required field.

Total Allowable Emissions: Facility wide including exempt activities.

---

Facility Allowable Emissions

Showing 1-9 of 9

<input type="checkbox"/>	Air Contaminant	Specify If Other or Single HAP	Allowable Emission Tons per Year	Basis for Allowable Emissions	
<input type="checkbox"/>	VOC				Actions ▼
<input type="checkbox"/>	CO				Actions ▼
<input type="checkbox"/>	CO2				Actions ▼
<input type="checkbox"/>	PM				Actions ▼
<input type="checkbox"/>	NOx				Actions ▼
<input type="checkbox"/>	SO2				Actions ▼
<input type="checkbox"/>	Total HAP				Actions ▼
<input type="checkbox"/>	Single HAP				Actions ▼
<input type="checkbox"/>	Other				Actions ▼

Add a Row ▼ Edit Selected Delete Selected

---

Facility-wide limit information

Describe any other facility-wide limits not otherwise described in the previous pages:

Describe how compliance with the additional facility-wide limits will be determined:



# Other Facility-Wide Limits

---

- Describe any other facility wide emission limits not otherwise included in the previous pages of the application
- This is a free text field of up to 4000 characters including spaces
- Also describe how compliance with this limit will be determined

## Facility-wide limit information

---

Describe any other facility-wide limits not otherwise described in the previous pages:

Describe how compliance with the additional facility-wide limits will be determined:



# Compliance Certification and Plan

- Answer the questions regarding the compliance status of the facility.
- In the next table “Add a row” for each emission unit that needs to be brought back into compliance
  - ▶ You will need to attach a compliance schedule to your application
- You can leave this table blank if there are no compliance issues at the facility.
- Click “Continue Application”



## Compliance Certification

\* Is the entire Facility in compliance with all applicable requirements?: [?](#)

☐ Yes ☐ No

\* Are you currently subject to a state and/or federal enforcement action for noncompliance with an applicable requirement?:

☐ Yes ☐ No

\* Do you have an executed enforcement document that contains a compliance schedule:

☐ Yes ☐ No

If you have chosen to streamline your application by taking the most stringent requirements from multiple applicable requirements, are affected portions of your facility in compliance with these streamlined requirements? :

--Select--

Will the entire facility be in timely compliance with all future applicable requirements taking effect during the permit term?:

--Select--

## Compliance Plan

### Compliance Plan

You will be required to attach a schedule to this application for emission units that are not in compliance with all applicable requirements at the time of permit issuance. Such a schedule shall include a schedule of remedial measures including an enforcement sequence of actions with milestones leading to compliance with any applicable requirements for which the facility will be in noncompliance at the time of permit issuance. The compliance schedule shall resemble and be at least as stringent as that contained in any judicial consent decree or administrative order to which the facility is subject. Include in the schedule a schedule for submission of certified progress reports (no less frequently than every six months) for sources required to have a schedule of compliance to remedy a violation. Any such schedule of compliance shall be supplemental to and shall not sanction noncompliance with the applicable requirements on which it is based.

Showing 0-0 of 0

Emission Unit #	Applicable requirement for which not in compliance	Citation	Measures to be taken to bring emission unit or activity into compliance
No records found.			

Add a Row

Edit Selected

Delete Selected

Continue Application »

Save and resume later

# Attach Documents

- Upload all required documents for your application
  - ▶ The required documents will be listed on the application →
- To begin attaching documents, click “Browse” →

## AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

Step 3: Documents > Page 1 of 1

\* indicates a required field.

### List of Documents

Documents:

Please upload 2 Required Document(s) which are mandatory to Submit this Application:

1. Alternative Operating Scenario details
2. Supplemental description of any streamlined compliance measures proposed

### Attach Documents

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

Continue Application »

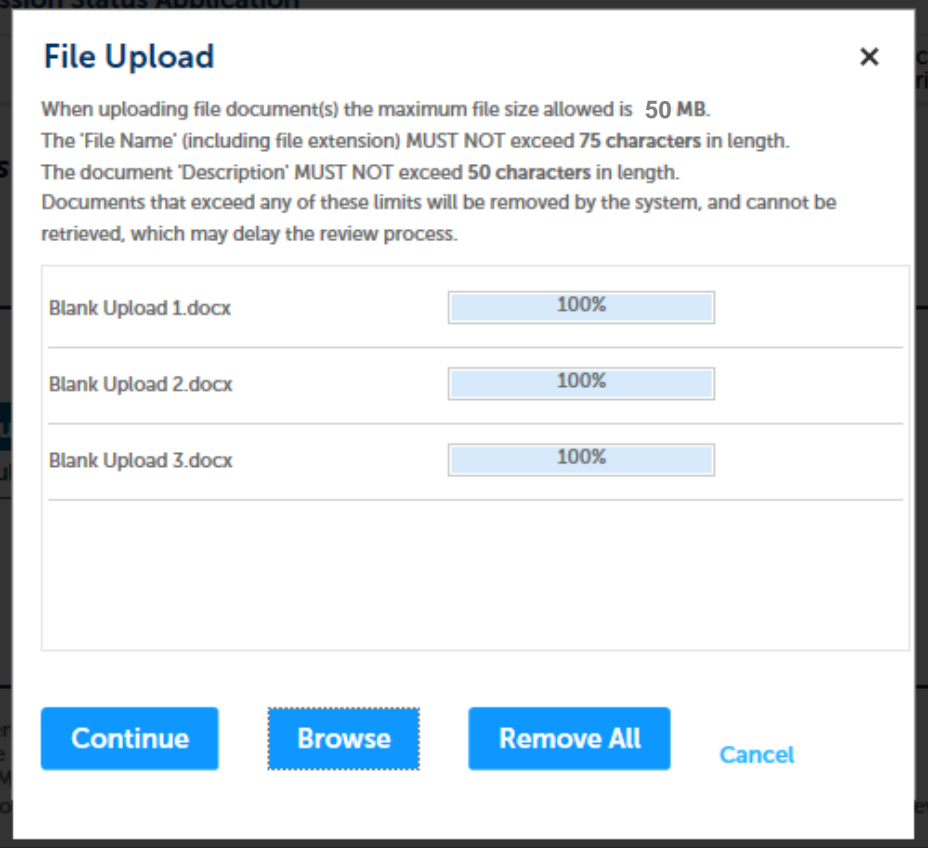
Save and resume later





# Attach Documents

- A “File Upload” window opens
- Click “Browse”
- Choose the file(s) you want to attach
- When all files reach 100%, click “Continue”



**File Upload** [X]

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

[Continue] [Browse] [Remove All] [Cancel]



# Attach Documents

- Provide a description of each document that you uploaded
- Click “Browse” to add more documents
- When all documents are uploaded and described, click “Save”
- Click “Continue Application”

File:  
Blank Upload 1.docx  
100%

\* Description (Maximum 50 characters):  
A maximum of 50 characters.

\* Type:  
--Select--

Remove

File:  
Blank Upload 2.docx  
100%

\* Description (Maximum 50 characters):  
A maximum of 50 characters.

\* Type:  
--Select--

Remove

File:  
Blank Upload 3.docx  
100%

\* Description (Maximum 50 characters):  
A maximum of 50 characters.

\* Type:  
--Select--

Remove

Save Browse Remove All


Continue Application »

Save and resume later



# Attach Documents

- You should see a message that you have successfully attached documents
- Review the list of attached documents
- When ready, click “Continue Application”

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

**AQ14/AQ12 - Operating Permit Application**

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

**Step 3: Documents > Page 1 of 1** \* indicates a required field.

**List of Documents**

---

Documents:

**Please upload 2 Required Document(s) which are mandatory to Submit this Application:**

1. Alternative Operating Scenario details
2. Supplemental description of any streamlined compliance measures proposed

**Attach Documents**

---

When uploading file document(s) the maximum file size allowed is 50 KB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Description	Action
<a href="#">Blank Upload 3.docx</a>	Supplemental description of any streamlined compliance measures proposed	12.25 KB	05/08/2017	Description	<a href="#">Actions ▼</a>
<a href="#">Blank Upload 1.docx</a>	Alternative Operating Scenario details	12.25 KB	05/08/2017	Description	<a href="#">Actions ▼</a>

[Browse](#)

[Continue Application »](#)

[Save and resume later](#)



# Permit Fees

---

- If you are Renewing an existing Operating Permit, there are no permit fees. Skip to slide 48 for Review and Certification steps.
- If you are applying for an initial Operating Permit the permit fee is determined by formula based on equipment counts and actual emission of certain air contaminants. See 310 CMR 4.0 for details on the fee calculation.



# Fee Calculation

- Provide the # of emission units without add-on air pollution control equipment
- Provide the # of emission units that have add-on air pollution control equipment
- Do not include exempt or insignificant emission units

## AQ14/AQ12 - Operating Permit Application

1	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6 Applicant and Contributors	7	8
---	---------------------------	-------------	-------------------	--------------------------	------------------------------	---	---

### Step 4: Fee Calculation > Fee Calculation

\* indicates a required field.

#### Fee Calculation

Help text for both would be - Do not include exempt or insignificant emission units. Do include each piece of equipment in a group of emission units of like equipment. For example, if five parts cleaners were grouped as EU#4, count them individually here

\* # of Emission Units (pieces of Equipment) that do NOT have add-on air pollution control equipment:

\* # of Emission Units (pieces of equipment) that have add-on air pollution control equipment:



[Continue Application »](#)

[Save and resume later](#)

**EEA ePLACE Portal**

# Fee Calculation

- Edit each row to indicate the actual emissions for each pollutant listed.
- Enter both the total facility emissions (including exempt activities) and the Exempt activity emissions alone
- Use the actual emissions for the calendar year preceding the year in which you are completing the application

## Actual Emissions

### Actual Emissions

Actual Adjusted Emissions: Information in this table should be based on the Emission Statement filed for the year previous to this application. PM10 are inhalable particles, with diameters that are generally 10 micrometers and smaller.

Showing 1-5 of 5

<input type="checkbox"/>	Air Contaminant	Actual Emission in tons (Total Facility)	Actual Emission from Exempt Activities (in tons)	Actual adjusted emissions (Tons)	
<input type="checkbox"/>	PM10			0	<a href="#">Actions ▼</a>
<input type="checkbox"/>	VOC			0	<a href="#">Actions ▼</a>
<input type="checkbox"/>	NOx			0	<a href="#">Actions ▼</a>
<input type="checkbox"/>	SO2			0	<a href="#">Actions ▼</a>
<input type="checkbox"/>	Lead			0	<a href="#">Actions ▼</a>

[Edit Selected](#)

[Continue Application »](#)

[Save and resume later](#)



# Special Fee Provision

- Leave blank and click “Continue Application” if special fees do not apply to your situation
- If you have a Special Fee Provision (e.g., you are a municipal employee), check the appropriate box and provide requested information
- Click “Continue Application”

## AQ14/AQ12 - Operating Permit Application

1	2	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6 Applicant and Contributors	7 Review	8
---	---	-------------	-------------------	--------------------------	------------------------------	----------	---

### Step 5: Special Fee Provisions > Page 1 of 1

\* indicates a required field.

#### Special Fee Provisions

Check if applicable:

Exemption: ?

☐

Exclusion (special agreement or policy): ?

☐

Substitution (ASP/IRP): ?

☐

Double Fee for Enforcement: ?

☐

Hardship payment extension request: ?

☐

Continue Application »

Save and resume later



# Signatory Authority

- On this page, identify the Facility Owner name, they type of organization (e.g. LLC, Corporation) and the Total of the person who is the Responsible Official for the organization
- Click “Continue Application”

Step 2: Applicant and Contributors > Page 1 of 1

\* indicates a required field.

## Application Contributors

Shown below are all registered users that have viewed, edited and/or signed this application.

Showing 0-0 of 0

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
No records found.					

## Signatory Authority

\* Organization Name:

\* Source of Signatory Authority:

\* Title:

## Applicant Information

### Applicant Information:

Erin Swallow  
1 Winter St.  
Boston, MA, 02108  
Telephone #: 617-292-5787 Email: erin.swallow@state.ma.us

Edit or View

Continue Application »

« Back to Authorization Forms

Save and resume later





# Review and Certification

- For purpose of Review, the entire application is shown on a single page for your review
- If edits need to be made, click “Edit Application”
- Otherwise, continue to the bottom of the page

AQ14/AQ12 - Operating Permit Application

1	2	3	4 Fee Calculation	5 Special Fee Provisions	6 Applicant and Contributors	7 Review	8 Application Submitted
---	---	---	-------------------	--------------------------	------------------------------	----------	-------------------------

**Step 7: Review**

[Continue Application »](#) [Save and resume later](#)

Please review all information below. Click the “Edit Application” button to make changes, if needed.

### Review and Certification

If you arrive at this Review page after selecting “Resume Application” from your dashboard, (and then select “Pick up where I left off”), you will need to click on the “Applicant and Contributors” tab at the top of this page, and then click “Continue” to finish submitting this application.

[Edit Application](#)

---

#### Facility Information

NATIONAL GRID WEBSTER MGP | 21 MAIN ST WEBSTER MA 01570  
DEP Facility ID: 420512  
DEP Region: CE  
HW ID: MAR000512731  
Facility Record ID: 15-FAC-025943

---

#### Owner Information

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Erin Swallow			617-292-5787	erin.swallow@state.ma.us	<a href="#">Edit/View</a>

---

#### Type of Application

Initial Operating Permit Application: Yes  
Operating Permit Renewal: No



# Certify & Submit

- The Responsible Official must log in for final review and Certification.
- The name of the responsible official will appear in the Applicant Information box when they are logged in.
- The Responsible Official must read and agree to the certification language provided by clicking on this box

## Applicant Information

Individual  
Laurel J Carlson  
Boston, 02108  
United States  
Ext #:One Winter St 7th Floor

Telephone #:617-348-4095  
E-mail:Laurel.Carlson@state.ma.us

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and, that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information including possible fines and imprisonment.

In addition, I understand that any material supplied with this application will not be considered confidential unless I have specifically requested that such material be kept confidential and the Department has made a determination of confidentiality in accordance with 310 CMR 3.00.

☐ I agree that I am the Applicant.  
If you are not the Applicant then click on 'Save and resume later' button.

Date Signed:

Continue Application »

Save and resume later



# Application Fee

- *If renewing the Operating Permit Skip to Slide 54*
- For an Initial Application both online payment and pay by mail are available
- Online payment will require a service charge
- Click the appropriate box to begin

## AQ14/AQ12 - Operating Permit Application

1	2	3	4	5 Special Fee Provisions	6 Applicant and Contributors	7 Review	8 Pay Fees	9 Application Submitted
---	---	---	---	--------------------------	------------------------------	----------	------------	-------------------------

### Step 8: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

### Application Fees

Fees	Amount
AQ14 Fees	\$2,312.00

\$2,312.00

Pay Online »

Pay by Mail »



# Pay Online

- If you choose “Pay Online”, you will be brought to this screen
- Provide all payment and billing information
- Accept the terms and conditions
- You will be e-mailed a receipt

**Payment**

You have elected to pay for the following item(s).

Description	Reference ID	Amount
DEP/AQ/Operating Permit/Application	17TMP-004554	\$2,312.00
		<b>\$2,312.00</b>

**Total Convenience Fee Due: \$54.33**  
**Total Amount Due: \$2,366.33**

---

**Billing Information**

Enter Company AND/OR First and Last Name below.

Company Name  
Enter Company Name

First Name  
Enter First Name

Last Name  
Enter Last Name

Street  
Enter Street

City  
Enter City

State/Territory  
Select State

Zip  
Enter Zip

Phone Number  
( ) - -

Email  
Enter Email Address

**Payment Information**

To pay by electronic check, click the ACH tab.

Card Type  
Select Card Type

Card Number  
Enter Card Number

CVV Code  
Enter CVV Code

Expiration  
01 2017

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.  
☐ I Accept

**Commonwealth of Massachusetts Terms Agreement**

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.



# Pay by Mail

- If you chose pay by mail, check your e-mail for instructions
- We will not review your application until we receive payment

## Submission Successful 17-AQ14/12-000065-APP

EIPAS (ENV) <eipas@massmail.state.ma.us>

Sent: Mon 5/8/2017 3:51 PM

To: Swallow, Erin (DEP)

NOTICE DATE: 5/8/2017

Thank you for submitting your online authorization application form for authorization type: AQ14/AQ12 - Operating Permit Application. Your Application Number is: 17-AQ14/12-000065-APP.

**Payment online:** If you have paid online by credit or ACH you will receive an additional notification that your payment is complete. Review of your application will begin. You will also receive a notification from the payment vendor that your payment is complete. That notification will include a Reference ID # for your records.

**Pay by Mail:** If you chose the "Pay by Mail" option, please make your payment in the form of a check or money order made payable to the Commonwealth of Massachusetts. Do not send cash. You must include your Application Number 17-AQ14/12-000065-APP on the check or money order that must be sent to the address below.

Department of Environmental Protection  
PO Box 4062  
Boston, MA 02211

*Review of your application will not begin until after your payment has been received and processed.*

**Fee Exempt Status or Hardship Status Requested:** If your application indicated a Fee Exempt Status, MassDEP will review your request. If your fee exempt status is not approved you will be contacted with instructions for paying the fee. If your application indicated a request for hardship status, your request will be reviewed and you will be contacted with the final determination.

You can track the progress of your submission through the review process at the following link: <https://permitting.state.ma.us/citizenaccess/>. Review of your application will now begin.

Please email any questions or concerns about this notification or this application to: [EIPAS@massmail.state.ma.us](mailto:EIPAS@massmail.state.ma.us)



# Submission Successful!

- When you submit your certification you will receive this notice.
- You will also received a Record ID so you can track the status of your application on line
- Go to your “My Records” page to see the status of an application

## AQ14/AQ12 - Operating Permit Application

1	Facility Information	2	Application Information	3	Documents	4	Fee Calculation	5	Special Fee Provisions	6	7	8	9
---	----------------------	---	-------------------------	---	-----------	---	-----------------	---	------------------------	---	---	---	---

### Step 1: Facility Information > Page 1 of 2



Successfully Completed.

Thank you for using our online services. You will need this number to check the status of your application.

**Your Record Number is 17-AQ14/12-000065-APP.**

## Conditions

Showing 1-2 of 2

**Documents - 2 Uploaded**

**Required Documents**

**Alternative Operating Scenario details**

*Required Documents*

Uploaded || 05/08/2017

**Supplemental description of any streamlined compliance measures proposed**

*Required Documents*

Uploaded || 05/08/2017



---

## Questions?

- For technical assistance, contact the ePlace Help Desk Team at (844) 733-7522 or [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us)
- For other questions, contact your regional office. You can lookup your regional office and their contact information at:  
<http://www.mass.gov/eea/agencies/massdep/about/contacts/find-the-massdep-regional-office-for-your-city-or-town.html>

